

# GOVERNOR'S OFFICE OF ELECTRONIC HEALTH INFORMATION

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**Cabinet for Health and Family Services  
Governor's Office of Electronic Health Information  
Information Technology Policies**

**Category: 10 000.000  
Category Title: GOEHI OBLIGATIONS**

**000.000 Policy Title: Maintenance and Transfer of KHIE Files**

**Policy:** The KHIE Project Manager will be solely responsible for the maintenance and transfer of any and all KHIE files between KHIE, any contractor or any Participant:

1. The files will be transferred using FIPS 140-2 validated cryptography.
2. The only means to arrange such a transfer shall be with the prior approval of the project manager of KHIE.

**Scope:** This policy applies to all GOEHI and KHIE employees and contractors, including all persons providing contractor services.

**Policy/Procedure Maintenance Responsibility:** The Governor's Office of Electronic Health Information is responsible for the maintenance of this policy.

**Applicability:** All GOEHI and KHIE employees and contractors shall adhere to this policy.

**Exceptions:** There are no exceptions to this policy.

**Review Cycle: Bi-Annual**

**Timeline:**

**Revision Date:**

**Review Date:**

**Effective Date:**

**Cross Reference #**